

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

TAX MAP TECHNICIAN - #68-463

DATE OF EXAMINATION
OCTOBER 02, 2004

*EXAMINATION FEE - \$7.50

LAST FILING DATE
AUGUST 25, 2004

SALARY: Grade 9 \$23,783.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur in the Schoharie County Department of Real Property Tax Services.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least 30 days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered two-year college with an Associate's degree in Engineering or Architectural Technology; or
- B. Completion of two years of a regionally accredited or NYS registered college course leading to a Bachelor's degree in Engineering or Architecture; or
- C. Graduation from high school or possession of a high school equivalency diploma and two years of experience in surveying, drafting, or subprofessional engineering work involving drafting; or
- D. An equivalent combination of training and experience as indicated in A, B, or C above.

The education requirements must be satisfied by the date of the examination.

DISTINGUISHING FEATURES OF THE CLASS: A Tax Map Technician accurately plots and maps changes in property lines on a tax map. Basic data is obtained from property transfer records, aerial and other tax maps and direct field observations. The work is performed under general supervision. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

- 1. Interpretation of maps, charts, graphs and tables;
- 2. Arithmetic computations, including basic geometric figures;
- 3. Deed descriptions and legal documents related to real property;
- 4. Principles and knowledge related to computer-assisted drafting (CAD) technology;
- 5. Computer-assisted mapping, including basic geographic information system (GIS) applications; and
- 6. Understanding and interpreting written material.

NOTE: If you are asked to appear for an interview for a position with this title, you may be requested to bring to the interview a portfolio of hand and/or computerized drafting work previously done by you.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

CALCULATORS ARE RECOMMENDED FOR THIS EXAMINATION. Candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee of seven dollars and fifty cents, which may be in the form of a check/money order or cash, must accompany each application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make each check/money order payable to Department of Personnel and include the examination number.

ISSUE DATE: JULY 12, 2004

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